



# MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

## JOB OPPORTUNITY

JOB TITLE: INSTRUCTOR/CURRICULUM SPECIALIST

SALARY RANGE: \$38,646.40 - \$50,460.80

LOCATION: COLLEGE OF THE MUSCOGEE (CREEK) NATION

JOB DUTIES: Under the supervision of the Academic Administrator/Registrar, the Instructor/Curriculum Specialist is responsible for teaching college level courses and preparing curriculum of Tribal College Degree programs. Shall follow Board of Regents policy. Shall participate in strategic planning activities relating to college teaching and curriculum development. Shall organize and develop curricula for academic programs of the institution. Shall provide in service training for instructions for the institution. Shall organize, develop, and implement process for student advisement. Assist with the design of academic programs, curricula, course descriptions, syllabi and faculty evaluation procedures. Shall assist in the development of tribal college documents to include; Faculty Handbook, Student Handbook, and College Long Range Plan. Shall assist in preparing college for accreditation and membership in higher education organizations. Shall perform any and all other duties as assigned.

JOB QUALIFICATIONS: *Minimum Requirement:* An earned masters from an accredited institution with teaching experience in higher education. *Preferred Requirement:* Terminal degree in education, and a minimum of three years college teaching experience. Experience in advising students academically at the college level. Exemplary oral communication, interpersonal and organizational skills. Experience in developing curriculum. Must possess a valid driver's license. Must submit to and pass all necessary background checks and drug testing.

**\*COMPLETED EMPLOYMENT APPLICATION, CURRICULUM VITA WITH COVER LETTER IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: OPEN UNTIL FILLED

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services  
P.O. Box 580  
Okmulgee, OK 74447  
Fax: (918) 756-2284  
[monicam@muscogeenation-nsn.gov](mailto:monicam@muscogeenation-nsn.gov)  
[www.muscogeenation-nsn.gov](http://www.muscogeenation-nsn.gov)

